



**King County**  
**PROJECT/PROGRAM MANAGER II**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**FINANCE AND BUSINESS OPERATIONS DIVISION**  
**PAYROLL SYSTEMS AND OPERATIONS SECTION**  
**Hourly Rate Range: \$25.81 – \$32.72**  
**Job Announcement: 05TS4955TLT**  
**OPEN: 2/28/05      CLOSE: Open Until Filled**

**WHO MAY APPLY:** There are two (2) fully benefited term-limited temporary positions that may last through the end of the year. The positions are open to all qualified King County career service employees and the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attention.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7<sup>th</sup> Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **HR.FBOD@metrokc.gov**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

**WORK LOCATION:** Exchange Building, 7th Floor, 821 Second Avenue Seattle, WA 98104.

**WORK SCHEDULE:** The positions are not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. The positions are paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally Monday through Friday, 8:00 a.m – 5:00 p.m. May be required to work extended and/or flex scheduled work hours to respond to service needs.

**PRIMARY JOB DUTIES INCLUDE:**

- Provide technical support for the MSA Standardization and Payroll Improvement Projects (referred to collectively as PIP), including data capture and analysis.
- Develop data collection methodology and determine data collection strategy in conjunction with project leadership.
- Manage data gathering, including interviews of end-users and other clients.
- Map business processes and assess efficiency of process flows and procedures.
- Conduct investigations and analyze findings.
- Perform payroll process analysis and evaluation.
- Maintain timelines for research pieces for which you are accountable, and report progress to project team and project leadership.
- Write complex analytical and evaluative reports of both projects.
- Represent the combined projects and the division in inter-jurisdictional or multi-agency meetings, as well as those within Payroll Operations and PSSD.
- Handle politically sensitive and confidential employee information.
- Conduct business process and systems meetings to gather information.

- Lead and coordinate inter-jurisdictional or multi-agency payroll policy development, including some training and/or policy implementation support.
- Develop and implement payroll procedures, policies, work plans and strategies for regulatory compliance in the specialized area of payroll, including an evaluation on the efficiency of PIP.
- Develop and present a variety of analytical, technical and persuasive materials and results to decision-makers, develop and communicate materials to effect change, negotiate internal/external payroll terms and agreements of significant County-wide impact.

**QUALIFICATIONS:**

- A bachelor's degree in business administration, finance, human resources or equivalent field; or any equivalent combination of education and experience is required.
- Experience analyzing complex business systems and data to evaluate efficiencies.
- Ability to work with diverse groups of people to effect change.
- Software proficiency, particularly in MS Word and MS Excel.

**WORKING KNOWLEDGE IS REQUIRED IN THE FOLLOWING:**

- 2+ years effective project management experience, including understanding of PM principles.
- Ability to manage and be accountable for multiple timelines across a diverse body of work.
- Process mapping and analysis of processes as applied to diverse systems.
- Interview and other research skills, including surveying.
- Training skills, including individual and/or group trainings.
- Proven negotiation and group management skills.
- Business requirement analysis abilities.
- Quantitative analysis skills, including qualitative data and process analysis comparisons.
- Presentation and facilitation skills.
- Experience in developing and reporting cost/benefit analysis for multiple options.

**DESIRABLE QUALIFICATIONS:**

- Experience evaluating payroll systems and payroll business practices.
- Knowledge of Federal, State and King County payroll regulations, rules, policies, and practices (including but not limited to employment law such as FLSA, USERRA, etc and IRS code affecting payroll).
- Experience with GEAC/MSA HR/Payroll and/or PeopleSoft HRMS.
- Experience with MS Project, Visio and/or MS PowerPoint.
- Extensive business process evaluation and improvement experience using data driven methodologies very desirable, (e.g., Six Sigma, Deming, other TQM, etc).

**UNION REPRESENTATION:** The positions are not represented.

**CLASS CODE: 243201**